CASPER COLLEGE COURSE SYLLABUS
POLS 1000 (N1, N2, N3)

Semester/Year: Spring 2016
Distance Course Credit Hours: 3 All work to be completed online.

Students can contact the CC HelpDesk at 307-268-2486 or by email helpdesk@caspercollege.edu.

For more technical assistance with Moodle4Me you can also contact the Digital Learning Center, dlc@caspercollege.edu or 307-268-3882.

Instructor’s Name: Maya Russell, JD, MA
Instructor's Contact Information: Email: mrussell@caspercollege.edu

Office Hours:
As this is an internet course (and I am currently living in South Carolina), I am available only by email. I will do my best to return all emails promptly.

Course Description: This course examines the organization and nature of the American national government and Wyoming state government and their constitutional development. This course meets the statutory requirement for instruction in the Constitutions of the United States and Wyoming.

Statement of Prerequisites: None

Specific Objectives (Outcomes):
It is expected that completion of this course will assist each student in becoming:
1. more knowledgeable of the historic and constitutional bases, organization, functions, and policies of the American and Wyoming political systems;
2. better able to understand political affairs and their implications;
3. better able to understand the bases and issues associated with current events, especially political, in the local, state, national, and international realms;
4. better able to meet the reading, writing, researching, and speaking demands essential for a college experience (this corresponds with the college’s outcomes #1 “Demonstrate effective oral and written communication” and #6 “Use appropriate technology and information to conduct research”);
5. better able to identify the differences between major political philosophies and points of view; and
6. more knowledgeable of what it means to be a responsible citizen in a democratic system (this corresponds with the college’s outcome #7 “Describe the value of personal, civic, and social responsibilities”).

*Casper College may collect samples of student work demonstrating achievement of the above college outcomes. Any personal identifying information will be removed from student work.*
Methodology:
Course content will be delivered via readings and online lectures.

Required Text, Readings, and Materials:
Additional materials will be made available in Moodle.

Recommended Readings: Making sense of American government and politics is impossible unless you stay abreast of current events. I strongly encourage you to read the local paper (www.trib.com) AND a good national newspaper every day. Two excellent sources of current political news include: www.newyorktimes.com and www.washingtonpost.com.

Grade Distribution:
630 – 700 points = A
560 – 629 points = B
490 – 559 points = C
420 – 489 points = D
0 – 419 points = F

Evaluation Criteria:

1. 300 points. Two Examinations. One midterm and one final (150 points each) will be completed in accordance with the course calendar. Exams will be closed-book, timed (60 minute) proctored examinations. No late exams will be accepted!

Students based in Casper must complete their exams at Casper College’s Academic Testing Center. Students are responsible for scheduling exams (go to http://www.caspercollege.edu/testing/).
Students based outside of Casper must locate an approved testing center in their vicinity (go to http://www.ncta-testing.org/cctc/find.php) and schedule an appointment in accordance with the course calendar. Students are responsible for any fees and charges associated with testing at a remote center.

2. 150 points. Two Research and Writing Assignments. Two short papers (four to five pages in length) will be assigned during the semester. Students will be assessed on their ability to use appropriate technology and materials to conduct research. Further, students will be assessed on their ability to effectively communicate their findings. Specific details will be distributed in Moodle. Late papers will not be accepted.

3. 150 points. Fifteen Chapter Quizzes. Students must complete 15 open-book quizzes (worth 10 points each) using the Challenge of Democracy textbook. The weekly quizzes operate to ensure students are keeping pace with the assigned chapters. Quizzes will be completed in Moodle. No late quizzes will be accepted.

4. 100 points. Ten Assignments. An important part of the class will be the online assignments (each worth 10 points). The ten assignments will be relevant to the readings but give students an opportunity to complete outside research and apply the learned concepts to real-world examples. Since 2016 is a Presidential Election Year, many of the assignments will require students to keep up with election news while collecting information to be engaged voters in 2016. Late assignments will not be accepted.
Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:
April 14, 2016.

StudentRights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student’s assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Recommendation:
Students should print the course calendar and place it on a fridge or somewhere they regularly frequent. Completing the exams and submitting the quizzes, assignments, and papers is critical to doing well in this course. Students should set text alert reminders on their phones to make sure due dates are met. No late assignments will be accepted!
Weekly Quizzes (Q), Assignments (A), and the two Papers (P), are due Mondays at 5:00 p.m. in Moodle in accordance with the calendar below. No late quizzes or assignments will be accepted! Readings should be completed prior to quiz/assignment due dates.

JAN. 19 (Start of term)
1. Carefully read syllabus and calendar (print calendar)
2. Watch instructor introduction in Moodle
3. Locate the Challenge of Democracy textbook

JAN. 25
1. A1, Assignment 1, Student introduction, due 1/25, 5:00 p.m.
2. Q1, Chapter 1 Challenge of Democracy Quiz due 1/25, 5:00 p.m.

FEB. 1
1. Q2, Chapter 2 Challenge of Democracy Quiz due 2/1, 5:00 p.m.
   [Read Ch. 3 AND U.S. Constitution (found at back of textbook, Appendix page 3) to complete Chapter 3 Quiz]
2. Q3, Chapter 3 Challenge of Democracy Quiz due 2/1, 5:00 p.m.

FEB. 8
1. [Read Wyoming Constitution, posted in Moodle]
2. Q4, Wyoming Constitution Quiz due 2/8, 5:00 p.m.
3. A2, Assignment 2, Comparing Constitutions, due 2/8, 5:00 p.m.

FEB. 16
1. P1, Research and Writing Assignment One, Equality State, due 2/16, 5:00 p.m. Details posted in Moodle. No late papers will be accepted. (Papers will be returned 2/22.)

FEB. 22
1. Q5, Chapter 5 Challenge of Democracy Quiz due 2/22, 5:00 p.m.
2. Q6, Chapter 6 Challenge of Democracy Quiz due 2/22, 5:00 p.m.
3. A3, Assignment 3, due 2/22, 5:00 p.m.

FEB. 29
1. Q7, Chapter 7 Challenge of Democracy Quiz due 2/29, 5:00 p.m.
2. Q8, Chapter 8 Challenge of Democracy Quiz due 2/29, 5:00 p.m.
3. Q9, Chapter 9, Challenge of Democracy Quiz due 2/29, 5:00 p.m.
4. A4, Assignment 4, due 2/29, 5:00 p.m.

MARCH 7 - MIDTERM EXAM WEEK

POLS 1000 Midterm Exam (Chapters 1-9 and US/WY Constitutions, 60 minutes, closed book) must be taken at the Academic Testing Center (ATC) between Monday, March 7 and Thursday, March 10. No late exams will be accepted! (Students MUST make appointments with the ATC prior to exam week!)
Midterm grades will be posted in WebAdvisor no later than March 14, 5:00 p.m.
MARCH 14 - SPRING BREAK WEEK - NO CLASS

MARCH 21
1. Q10, Chapter 11 Challenge of Democracy Quiz due 3/21, 5:00 p.m.
2. A5, Assignment 5, Congress, due 3/21, 5:00 p.m.

MARCH 28
1. Q11, Chapter 12, Challenge of Democracy Quiz due 3/28, 5:00 p.m.
2. A6, Assignment 6, Chief Executive, due 3/28, 5:00 p.m.

APRIL 4
1. P2, Research and Writing Assignment Two, Race to the Presidency 2016, due 4/4, 5:00 p.m. Details will be posted in Moodle.

APRIL 11
1. Q12, Chapter 14 Challenge of Democracy Quiz due 4/11, 5:00 p.m.
2. A7, Assignment 7, US Courts, due 4/11, 5:00 p.m.

APRIL 18
1. Q13, Wyoming Courts (Readings in Moodle), due 4/18, 5:00 p.m.
2. A8, Assignment 8, WY Courts and Cases, due 4/18, 5:00 p.m.

APRIL 25
1. Q14, Chapter 15 Challenge of Democracy due 4/25, 5:00 p.m.
2. A9, Assignment 9, Civil Liberties, due 4/25, 5:00 p.m.

MAY 2
1. Q15, Chapter 16 Challenge of Democracy due 4/25, 5:00 p.m.
2. A10, Assignment 10, Civil Rights, due 5/2, 5:00 p.m.

MAY 9 - FINAL EXAM WEEK

POLS 1000 Final Exam (Chapters 11-16 and US/WY Legislatures, Executive Branches, and Courts, 60 minutes, closed book) must be taken at the Academic Testing Center (ATC) between Monday, May 9 and Thursday, May 12, 2016.
No late exams will be accepted!
Students should make exam appointments prior to exam week!
Final Grades will be posted in Webadvisor no later than May 16, 5:00 p.m.